

**STAT**

Approved For Release 2003/05/27 : CIA-RDP84-00780R003700100010-2

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MEMORANDUM FOR: Executive Director-Comptroller  
Deputy Director for Science and Technology  
Deputy Director for Plans  
Deputy Director for Intelligence  
Inspector General  
General Counsel

SUBJECT : Proposed Revision of [ ] CIA Language Incentive Program

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FOR YOUR CONCURRENCE OR COMMENTS

The Language Development Committee has recommended that [ ]  
CIA Language Incentive Program, dated 12 June 1970 be rescinded and  
replaced by a new [ ]. A copy of the proposed [ ] is attached.

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Experience over the last four months has shown that the wording of the existing regulation is too general and too cumbersome, and the regulation overall is difficult to administer. Moreover, the intent of the existing regulation is to encourage the study of hard languages when, in fact, Agency managers need to encourage the study of any language that is in short supply. The proposed regulation provides for the designation as an incentive language any language that a Directorate finds necessary to meet its language requirements. It also provides for the designation of employees as participants in the Language Incentive Program, with cash awards commensurate with achievement in the study of incentive languages.

The attached proposal has been concurred in by the respective Deputy Directors for Plans, Science and Technology, Support, and by the Assistant Deputy Director for Intelligence.

Your concurrence or comments, therefore, are requested within ten workdays; a concurrence sheet is attached for your convenience. If you have any questions, please call [ ].

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[ ]  
Chief, Support Services Staff

Attachments:

1. Proposed Revision of [ ]
2. Concurrence Sheet

cc: D/TR  
C/Language School/OTR  
SSA-DDS  
D/P

TRAINING

[Redacted]

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New

4. CIA LANGUAGE INCENTIVE PROGRAM
  - a. GENERAL. The CIA Language Incentive Program (hereafter referred to as the Program) is intended to encourage achievement of skills in selected foreign languages.
  - b. POLICY
    - (1) To help upgrade the foreign language capabilities of Agency employees and to assist each Deputy Director in satisfying the foreign language requirements of his Directorate, Language Proficiency Cash Awards will be granted for achievement of language proficiencies (see attachment 1). Awards, however, will not be granted solely as a bonus for possession of foreign language proficiency.
    - (2) Any language may be designated an incentive language when a Deputy Director finds it necessary to encourage study in that language to meet his Directorate's language requirements. Each Directorate, in coordination with the Language Development Committee (LDC), will draw up its own list of languages. These lists will be reviewed annually by the LDC.
    - (3) A Language Proficiency Cash Award (LPCA) will be granted after a designated participant has been tested and certified by the Office of Training (OTR) as having achieved for the first time an awardable level of proficiency in an incentive language or for having progressed from a previously established and recorded proficiency base to a higher proficiency level in the designated language. Awards will be made for achievement

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TRAINING

New

( in the Comprehensive (Reading, Speaking and Understanding) program or in the Specialized (Reading, Speaking or Understanding only) program. An award may be earned only once for each awardable level of proficiency achieved in the same foreign language.

- (4) After receiving the award for which he was designated, an employee must be redesignated as a participant in the Program to be considered for further awards.
- (5) An employee who has been designated as a participant in the Program and who enters formal language training will be tested for proficiency to determine eligibility for awards only at the completion of his training. Other designees to the Program may be tested when their supervisors believe an awardable level has been reached. A participant who has reached two or more levels without receiving an award may qualify for two or more achievement awards at the same time.
- (6) The definitions of proficiency levels and language groupings developed and published by OTR will be the criteria for testing and certification.

c. ELIGIBILITY

- (1) For an employee to be designated a participant in the Program there should exist the probability that the employee will be assigned to a position in which the language will be used.
- (2) Staff employees, staff agents, career agents and other contract personnel, with grades through GS-15 or equivalent who are

TRAINING

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New

selected for participation in the Program, are eligible for consideration for LPCAs provided they have

- (a) been designated as participants before beginning training or self-study;
- (b) a tested or certified proficiency level in the specified language which is documented in Agency records at the time of designation as participants;
- (c) been certified, as a result of an OTR-administered test or another test approved by the Director of Training, as having achieved an awardable level.

(3) Personnel who are studying a language at the time it is designated as an incentive language are eligible for awards only for progress they have made after they have been designated participants in the Program. No awards will be granted for language skills achieved prior to the designation of a language as an incentive language or prior to the designation of an employee as a participant in the Program.

(4) Personnel who qualify for awards while overseas must await certification until they return to headquarters and are tested.

(5) Personnel who have participated in the Program for more than 90 days prior to the effective date of this regulation will receive the benefits provided by [redacted] dated 12 June 1970.

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Only one additional Language Proficiency Step Increase, however, will be granted under the previous regulation. Subsequent awards will be made in accordance with this regulation.

d. RESPONSIBILITIES

- (1) Operating Officials will
  - (a) initiate the Form 3268, Language Incentive Program Recommendation (see attachment 2) recommending an employee for participation in the Program;
  - (b) authorize the granting of an LPCA;
  - (c) provide funds for awards granted within their components.
- (2) Deputy Directors will
  - (a) identify incentive languages for their Directorates;
  - (b) approve selection of headquarters and overseas participants in the Program, basing selection on current and projected language requirements of their Directorates.
- (3) The Director of Training will
  - (a) establish proficiency criteria for an LPCA;
  - (b) verify the beginning proficiency level of personnel designated to the Program;
  - (c) test and certify the language proficiency of employees and report the results to the appropriate Directorate.
- (4) The Director of Personnel will
  - (a) authenticate the action authorizing an LPCA and notify the Heads of Career Services of all such action;

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- (b) maintain records of participants in the Program and of cash awards granted;
- (c) provide statistical reports on the Program for the LDC.

(5) The Language Development Committee will

- (a) assist Deputy Directors in identifying and designating incentive languages;
- (b) review annually the lists of incentive languages.

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## LANGUAGE INCENTIVE PROGRAM

## Schedule of Cash Awards

COMPREHENSIVE (Reading, Speaking and Understanding) PROGRAM				
LANGUAGE GROUPINGS	SKILL LEVELS			
	1 (Slight)	2 (Elementary)	3 (Intermediate)	4 (High)
GROUP I <sup>1</sup>	---	\$400	\$600	\$800
GROUP II <sup>2</sup>	---	\$600	\$800	\$1000
GROUP III <sup>3</sup>	\$500	\$800	\$1000	\$1200

## A. Awards for Comprehensive (Reading, Speaking and Understanding) Program

Awards for the Comprehensive Program will be determined by the level achieved in speaking regardless of the levels achieved in reading and understanding.

## B. Awards for Specialized (Reading, Speaking or Understanding Only) Program

Awards for the Specialized Program will be one-half of the Comprehensive (RSU) Program awards. No award will be made for Understanding when any other award has been made in the same language.

## C. Language Proficiency Cash Awards are cumulative, e.g., a participant, with no language proficiency, designated to achieve a 3 (intermediate) level of a Group II language could earn \$1400.

<sup>1</sup> THESE LANGUAGES ARE USUALLY EASIER FOR A NATIVE ENGLISH-SPEAKING STUDENT TO LEARN BECAUSE OF HIGH COGNATE RATIO, OR THE RELATIVELY SIMPLER OR SIMILAR MORPHOLOGY, AND THE LATIN-ALPHABET WRITING SYSTEM.

<sup>2</sup> THESE LANGUAGES ARE USUALLY MORE DIFFICULT FOR NATIVE ENGLISH-SPEAKING STUDENTS TO LEARN, AND CONSIST OF LANGUAGES WITH (A) A DIFFERENT WRITING SYSTEM BUT ONLY A MODERATELY DIFFICULT MORPHOLOGY (also includes some that are tonal), AND (B) A GENERALLY LESS DIFFICULT WRITING SYSTEM BUT A MORE COMPLEX MORPHOLOGY.

<sup>3</sup> THESE LANGUAGES ARE THE MOST DIFFICULT AND ARE CHARACTERIZED BY COMPLEX WRITING SYSTEMS, DIFFICULT (or greatly different from English) MORPHOLOGY, AND USUALLY DIFFERENT SPOKEN AND WRITTEN LANGUAGES AS CONCERN'S VOCABULARY, MORPHOLOGY AND STYLE.

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(When Filled In)

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LANGUAGE INCENTIVE PROGRAM RECOMMENDATION			
TO :	(Deputy Director)		DATE
THROUGH:	Chief, Language School	(Senior Training Officer)	
SUBJECT'S NAME	COMPONENT		

I recommend that the above Subject be considered a participant in the CIA Language Incentive Program for proficiency achievement in \_\_\_\_\_ (language).

DESIRED LEVEL		DESIRED SKILL	
1 (SLIGHT)	3 (INTERMEDIATE)	SPEAKING ONLY	UNDERSTAND ONLY
2 (ELEMENTARY)	4 (HIGH)	READING ONLY	COMPREHENSIVE (RSU)

I certify that to the best of my knowledge, subject's proficiency level in the language shown above is as follows: (Check only that box below which best describes subject's present competence in the language.)

1. HAS NO USABLE KNOWLEDGE OF THE LANGUAGE
2. IS RECORDED IN AGENCY RECORDS AS HAVING A TESTED COMPETENCE OF R-_____, S-_____, U-_____. (specify numerical level)
3. (For Field Personnel Only) AS ESTIMATED BY HIS CHIEF OF STATION AS HAVING A COMPETENCE OF R-_____, S-_____, U-_____. (Specify numerical level)

OPERATING OFFICIAL

VERIFIED: \_\_\_\_\_  
CHIEF, LANGUAGE SCHOOL

APPROVED FOR PARTICIPATION IN THE LANGUAGE INCENTIVE PROGRAM:

DEPUTY DIRECTOR

DATE

TRAINING

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New

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- 3. (For Field Personnel Only) AS ESTIMATED BY HIS CHIEF OF STATION AS HAVING A COMPETENCE OF R-\_\_\_\_\_, S-\_\_\_\_\_, U-\_\_\_\_\_. (Specify numerical level)

OPERATING OFFICIAL

VERIFIED: \_\_\_\_\_  
CHIEF, LANGUAGE SCHOOL

APPROVED FOR PARTICIPATION IN THE LANGUAGE INCENTIVE PROGRAM:

DEPUTY DIRECTOR

DATE